

I JUST NEED TO GET A MINOR INFRASTRUCTURE PERMIT

PERMIT ISSUANCE PROCESS FOR SEC1 MINOR INFRASTRUCTURE ONLY!

(ABREVIATED VERSION OF OUR SOCRATA “PERMIT ISSUANCE PROCESS MASTER” DOCUMENT @ <https://data.kcmo.org/Land-Development/Permit-Issuance-Process-Master/qdmp-4av3>)

Land Development Division Permit Location

5th Floor City Hall, 414 E 12th St Kansas City, Missouri, 64106

Normal Permit Issuance Hours are 8:00 am to 4:15 pm.

The following must be available and correct no later than 4:15 pm to allow time for permit payment and issuance prior to the Cashier closing at 4:30 pm. Please call to schedule an appointment time to meet with our LDD Permit Staff on Permit Issuance services. Business License may be required, see Permits Documents on Process Overview page.

Please review the following and contact our LDD Permit Staff at **(816)513-1500 Option 2**, ask for Permit Staff, for additional instructions and assistance on issuance of your permit.

The following is a breakdown of minimum requirements for SEC1 Permit Issuance:

For **MINOR Infrastructure Permits**, (aka Walk-in or Electronically Issued Permits – Kiva Type **SEC1**), the following is required, however, please contact our LDD Permit staff for any additional instructions or questions you may have.

- **SCOPE OF WORK:** The Applicant/Permittee must have adequate information defining the scope of work, including all removals, replacement or new work related to Sidewalk, Curb and Gutters, and Drive Approaches, when they come in to obtain permit or when they contact our LDD Permit Staff, including location and limits of work. **(See 1. and 2. Below)**
- **INSURANCE:** An Insurance Certificate showing the City as Certificate Holder, and listed as Additional Insured (See Insurance Requirements on the Process Overview for additional Information). **(See “Insurance Requirements Below”)**
- **BONDS:** Bonds are only required if the minor infrastructure work is a development obligation, and as established by a development condition on the project. If in question, please contact LDD. **(Ask your LDD Permit Staff if applicable!)**
- **ACKNOWLEDGEMENT FORM:** The Permittee will be asked to review and sign the following Permit Acknowledgement Form indicating they have reviewed the special permit instructions/conditions; **(incorporated in 1. and 2. below)**
- **AUTHORIZATION OF AGENT:** If the Developer/Owner is sending in a person who is not an employee of the Developer/Owner, then the Developer/Owner must provide the person coming in to obtain the permit (even if it is a Permit Services Agent) with an Agent Authorization Letter

([Standard Permit Agent Authorization Letter MS Word](#), [PDF](#), and [Example Letter](#)) on company letterhead signed by the employee authorized to sign on behalf of the Developer/Owner, granting permission to the agent to obtain the permit on their behalf. Once on file with LDD, a new letter is not required each time a permit is needed, unless the authorization was project specific or limiting in some way, in which case a new letter would be required. This letter must have the Developer Owner's proper contact information and phone number and e-mail if available; **(incorporated in 1. and 2. below)**

- **PERMITTEE SIGNATURE:** The Permittee (or Authorized Agent) must be here to sign permit upon issuance (Please note, the City is working towards a new Permitting System that may allow for digital issuance without the need for in person processing); **(incorporated in 1. and 2. below)**
- **PERMIT FEES:** Fees are based on the current [FEE](#) document, but in short the remove and replacement, or new construction Fees are determined by the LDD Permit Staff based on the value of work and a 5% and 7% fee respectively.
- **PUBLIC WORKS TRAFFIC CONTROL PERMIT REQUIRED:** Whenever you work in the right-of-way, a sidewalk closure and/or street closure permit is required. You will need to contact Public Works Department for any requirements and cost associated with the permits. Public Works Department is located in City Hall (414 E. 12th Street, Kansas City Missouri, 64106) on the 5th Floor. If you prefer to call, please call the numbers listed below.
 - Public Works Phone Numbers: Anita Johnson-Olubo @ 816-513-2581 or Brian Flynn @ 816-513-2646

INSURANCE REQUIREMENTS

(**ABREVIATED VERSION OF OUR SOCRATA "INSURANCE REQUIREMENTS MASTER" DOCUMENT @ <https://data.kcmo.org/Land-Development/Insurance-Requirements-Master/dvz9-w7nw>**)

Insurance Requirements are required by Code of Ordinances, and are stated in various places in the Code. Generally Chapter 64 Section 4 and Section 161 address insurance requirement for most of the Permitting work issued by Land Development Division (LDD). All Minor Infrastructure permits require an Insurance Certificate be provided prior to permit issuance due to the public right-of-way areas being impacted. The right-of-way areas become liability for the City while construction is still occurring, thus the need for the Insurance. The purpose of the Insurance Certificate (or indemnifying Bond in lieu of Insurance Certificate) is to protect the City from claims that may be filed during the duration of the Permitted work.

Typically, the Insurance Certificates/Indemnifying Bonds are issued for 1-year, and in some cases the permit duration may be for a period longer than the coverage period. The insurance provider is expected to update their Insurance Certificate automatically, and without delay upon request by LDD staff. Since the permit duration is made up of the construction period and in some cases a maintenance period (2-years per code), the Insurance coverage should extend until the end of the construction period and maintenance period if a maintenance period is applicable.

Once an insurance Certificate is on file, it is stored in our Kiva System under the Professional Name of the policy holder, which should match the Permittee who was issued the permit. As long as the policy on file with the City has not expired, permits can be issued to that Policy Holder/Permittee using the existing policy Insurance Certificate.

Critical to the Insurance Certificate is the listing of the City as additional insured and as a Certificate holder. Both are required. There are options to the Permittee in providing the Insurance Certificate as follows:

- See [Insurance Requirements for MINOR Infrastructure Permits](#)
- See [Example Certificate of Insurance From](#)
- See [Actual Example Certificates](#)

FOR ELECTRONICALLY ISSUED SEC1 PERMITS

You must provide the information contained on the form to your LDD Permit Staff or fill out document 1. or 2. below and e-mail to your LDD Permit Staff person assigned to you prior to permit issuance. Also review the “Insurance Requirements” and links ABOVE before contacting your LDD Permit Staff and/or filling out 1. or 2. below.

1. [Electronic Minor Infrastructure SEC1 Permit Application.pdf](#)
(this is viewable and downloadable in Socrata, but the downloaded file is not editable)
2. [Electronic Minor Infrastructure SEC1 Permit Application MSWord.doc](#)
(this is only downloadable in Socrata, but the downloaded file is editable for ease in filling out)